



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Deputy Assistant Director(Executive Level)
Posting Number	PIN # 112978
Department	Department of Finance & Administration
Division	Budget and CIP
Section	Revenue
Reporting Location	611 Walker, 11 th Floor
Workdays & Hours	Varied, normally M-F *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS
Position will work closely with Assistant Director and the Controller’s Office to forecast revenues and complex financial analysis. Develop monthly as well as annual long-term revenue forecast; coordinate with state and other government entities to develop forecasts including the consumer price index. Monitor inflation performance against forecast. Develop monthly cash flow forecasts for all major revenue sources. Produce reports for forecast vs. actual variance. Develop and conduct studies in the areas of economic impact, cost-benefit analysis, and economic and financial feasibility and provide financial analysis on departmental or citywide issues as required. Researches, reviews and evaluates data for inclusion in monthly reporting and annual budget preparation for the city. Manages, trains and develops and evaluates staff performance

WORKING CONDITIONS
This position is physically comfortable; the individual has some discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor’s Degree in Business Administration, Public Administration or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS
Seven (7) years of progressively more complex/responsible administrative experience are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS
None

- PREFERENCES**
- Good organizational, verbal and written communication skills and be able to work effectively with financial advisor, bankers, general public and other departments. Demonstrated experience in municipal treasury and debt and cash management activities and municipal capital project planning. Prefer knowledge of municipal budgeting, accounting and reporting procedures and systems.
 - Knowledge of principles and practices used in economic modeling, revenue forecasting, developing financial projection and analysis, cash flow modeling, present/future value analysis, statistics, and economics.
 - Computer applications such as word processing, spreadsheets, database, and statistical software.

SELECTION/SKILLS TEST REQUIRED None.

SAFETY IMPACT POSITION ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 30

\$1,999 - \$3,410 Biweekly \$51,974 – \$88,660 Annually

OPENING DATE August 30, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9471. For application status, please call 713.837.9249. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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